

## COMMONWEALTH OF VIRGINIA

## VIRGINIA STATE LIBRARY

## DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF  
RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

2. AGENCY:

VIRGINIA STATE BAR

3. AUTHORIZATION NO.:

117-03

4. DIVISION:

5. SUB-UNIT:

6. REQUESTED BY:

DATE REQUESTED:

7. AGENCY APPROVAL:

DATE APPROVED:

8. RATE OF ACCUMULATION PER ANNUM:

9. KIND OF COPY:

10. SIZE OF FORM/RECORD:

11. COLOR OF FORM:

12. ☐ MACHINE POSTED

8 1/2 x 11

Varied

☒ Typed

## 13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:

B. INACTIVE FILE:

C. STORAGE:

D. MICROFILM FILE OR RECORD AND

E. ☐ STORE FILM

See Block 15 below

☒ DESTROY DATA☐ RETURN DATA☒ RETURN FILM

## 14. ARRANGEMENT OF RECORDS:

☐ CHRONOLOGICAL☒ ALPHABETICAL

SERIES CUT OFF:

☐ CALENDAR☒ CONTINUOUS

ALPHABETICAL BY:

☐ NUMERICAL☐ SUBJECT NUMERICAL☐ FISCAL

Standing Committee

15. APPRAISAL OF FILE OR RECORD - (TABULATE EACH FORM BY NUMBER AND TITLE)

The standing committees investigate and render opinions on:

Proposed action by lawyers  
 Alleged illegal practice of law  
 Alleged misconduct of judges

One year after the case is closed, all material except the opinions issued should be destroyed. Thereafter, the opinions should be microfilmed as soon as practical.

Microfilming under this authorization should be performed by the Virginia State Library, Records Management Section. Microfilming will be done in two copies at 24x1 reduction ratio. One copy will be inserted into roll cartridges and will be delivered to the Virginia State Bar for use. The second copy will be stored at the Virginia State Library, Records Management Section, on reels for security.

Subsequent to the delivery of the microfilm to the Virginia State Bar, the original records will be destroyed. The Virginia State Library, Records Management Section will furnish the Certificate of Records Disposal (Form RM-3).

SPACE BELOW THIS LINE FOR USE OF STATE RECORDS ADMINISTRATOR

## APPROVED RETENTION AND DISPOSAL SCHEDULE:

☒ BURN☐☐ WASTE PAPER

CURRENT FILE:

INACTIVE FILE:

STORAGE:

☐ RETAIN

PERMANENTLY

\_\_\_\_ YEARS AFTER AUDIT

APPROVED AS  
RECOMMENDED  
BY AGENCY

REMARKS:

DATE:

STATE COMPTROLLER OR DEPUTY:

DATE:

STATE LIBRARIAN OR DEPUTY:

DATE:

STATE RECORDS ADMINISTRATOR:

\_\_\_\_ YEARS

\_\_\_\_ YEARS

\_\_\_\_ YEARS

5-21-70

5-20-1970

5-25-70

Louis H. Manarin

E. A. Miller, Jr.

Ingarlott